KCJIS NEWS

THE REPOSITORIES AND EMAIL: PLEASE DON'T!
KRISTI CARTER, CRIMINAL HISTORY RECORDS MANAGER KBI

K.S.A 75-7203 authorizes the Kansas Information Technology Executive Council (ITEC) to provide direction for the use of the state's information technology resources. A commonly used resource under the direction of the ITEC is email. Email is an inherently unsecure method of transmitting information. Restricted or sensitive information, and especially information that contains any Personally Identifiable Information (PII) should always be kept secure. Arrest and offense reports, journal entries, and disposition reports all include PII. Therefore, the Kansas Bureau of Investigation (KBI) Information Services Division in accordance with the information technology security standards established by the ITEC is requesting that criminal justice agencies refrain from submitting information via email. Instead, please mail or fax your reports to the respective units in the Information Services Division listed below.

Fax

Incident Based Reporting Arrest or Offense Reports: (785) 296-6781

Offender Registration Journal Entries: (785) 296-6781

Criminal History Records Journal Entries or Dispositions (KADR/KJDR): (785) 368-7162

Mail

KBI—Information Services Division
1620 SW Tyler
Topeka, KS 66612

INSIDE THIS ISSUE

SPECIAL AGENT AND TECHNICAL SPECIAL AGENT OPENINGS
ROGER MORGAN, HUMAN RESOURCES KBI

The Kansas Bureau of Investigation (KBI) is accepting applications for Special Agent and Technical Special Agent vacancies. If you or someone you know is in law enforcement, this is an opportunity to continue to support law enforcement agencies across the state of Kansas.

The KBI was established in 1939 by the Kansas Legislature as a division of the Office of Attorney General. Since it was founded, the core function of the KBI has been to provide dedicated professional investigative services to criminal justice agencies for the purpose of promoting public safety and preventing crime in Kansas.

As a new agent, you will participate in a structured training program followed by working in the field with an experienced agent as you continue to develop your investigative ability. You will have the support of a state of the art, world class laboratory, and highly trained scientists. You will enjoy State benefits https://admin.ks.gov/services/state-employment-center/benefits and continue to participate in the Kansas Police and Fire (KP& F) retirement system.

Please review the this posting for the Special Agent: http://admin.ks.gov/services/state-employment-center/job/job-postings. If you don't quite have the experience for the Special Agent, the KBI is also encouraging applications for the Technical Special Agent position: http://admin.ks.gov/services/state-employment-center/job/job-postings

Please forward this information to anyone who you feel might be interested this opportunity.

NEW KCJIS POLICY AND PROCEDURES TO BECOME EFFECTIVE FEBRUARY 1ST
DON CATHEY, KCJIS INFORMATION SECURITY OFFICER KHP

On February 1, 2018, the Kansas Criminal Justice Information System (KCJIS) POLICY AND PROCEDURES MANUAL will be Version 5.6. It was approved by the full KCJIS committee on January 8, 2018 and is now available for your review.

It can be accessed from the KHP CJIS launch pad (https://cjisaudit.khp.ks.gov).

1. Public access is available inside CJIS Documents in the KCJIS POLCIY and COMMITTEE folder, then locate and click the ** new ** KCJIS policy and procedures.

       OR

2. Click into CJIS Manuals and enter your nexTEST username and password, then click KCJIS Policy & Procedures.

The previous version 5.5 is still posted on the launch pad for reference. It is located next to the updated version in CJIS Documents or in the drop down in CJIS Manuals. It will be removed in February after the new policy takes effect.

You can also use your KCJIS user id and token to access the KCJIS portal. Once into the portal, click information in the menu bar and scroll down to security policies to find the KCJIS security policy

One important change in the KCJIS Policy Change affects DL Photo sharing. Because a difference was discovered between the Kansas Bureau of Investigation (KBI)/Kansas Department of Revenue (KDOR) Agreement for use of KDOR records and KCJIS Policy, the KCJIS policy had to change to meet KDOR compliance.

So, **effective immediately** ALL DL photos require CJI protection to the same degree as a III or NCIC response would, to include encryption when emailing outside of a controlled domain and limited to dissemination for criminal justice purposes only.

MOVING MISDEMEANOR WARRANTS FROM THE HOT FILES TO NCIC
LAURA BOHNENKEMPER, IT PROJECT MANAGER KBI

During 2017, many agencies have been working diligently with Chris Scott and the development team here at the Kansas Bureau of Investigation (KBI) to move all of the misdemeanor warrants from the current system over to the National Crime Information Center (NCIC). We have seen great progress since June of 2017 when the FBI began helping us bulk load the warrants into the NCIC database. The list started with 30,919 warrants and currently there are 9,920 warrants in the Hot Files. Approximately 20,000 warrants (68%) have been moved out of the system.

When this project began there were 181 agencies that had active warrants in the system; 74 of those agencies have successfully moved all of their warrants to NCIC. We are working with 46 agencies on a monthly basis to have the FBI bulk load the warrants that should be validated for that month. There are 15 agencies that have confirmed they are manually entering their warrants into NCIC. There are still 46 agencies that have valid warrants in the Hot Files we have yet to hear from. If you think you might be one of these agencies we would love to hear from you to know how the process is going and if there is anything we can do to assist. Please contact Chris Scott (KBI Project Analyst) at (785) 296-6328 or at chris.scott@kbi.state.ks.us.

Some agencies are still validating warrants in the Warrant Views/Validation in KSMART. We ask that you no longer validate your warrants in the Warrant Views/Validation. If a warrant comes up for validation please enter that warrant into NCIC and let it expire or clear it in the Hot Files. Currently the schedule is to disable Warrant Views/Validation at the end of June 2018. You will want to have all of the warrants moved to NCIC by then. Please contact Chris Scott if you have any questions or concerns.

KANSAS OFFENDER REGISTRATION LIVESCAN PROCESS
JAMIE FUNK, PROGRAM CONSULTANT I KBI

Part of the Kansas Offender Registration Act requires offenders to have both fingerprints and palmprints. We would like to help registering agencies make the new fingerprint process as smooth as possible when registering offenders. The Kansas Bureau of Investigation (KBI) would encourage registering agencies to use their livescan machines, if available. Below you will find step by step instructions on how to use a MorphoTrak livescan to submit, but be aware that there are several different models of the livescan machines and these views may vary depending on the model you have.

◊ From the home screen click on the Kansas Offender Registration (KOR) box. This will take you to a screen with several tabs at the top and/or on the left side.
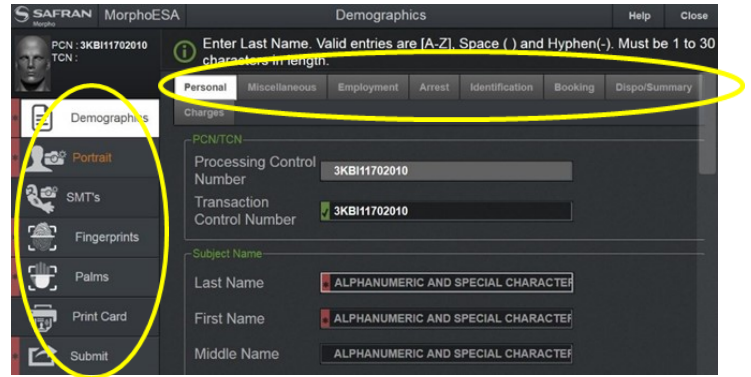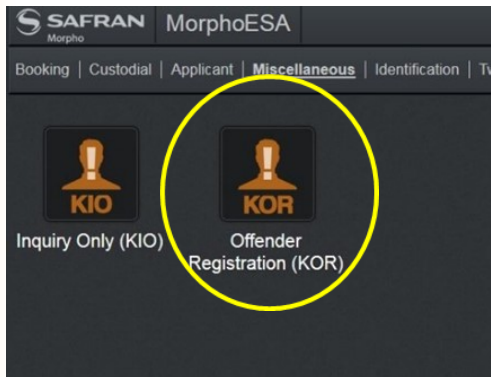
◊ Begin with the DEMOGRAPHICS tab, filling out all of the information that is marked with the red asterisk (*). Once you have filled out the required areas, it will turn to a green check mark (√). If you have more information than what is required, you may still enter the information.

KANSAS OFFENDER REGISTRATION LIVESCAN PROCESS, CONTINUED
JAMIE FUNK, PROGRAM CONSULTANT I KBI

◊ Continue through each tab across the top in the DEMOGRAPHICS tab, filling out all required fields which include PERSONAL, MISCELLANEOUS, IDENTIFICATION, BOOKING, and EMPLOYMENT. EMPLOYMENT only needs to be filled out if the offender is employed. You will not need to fill out any information on the ARREST or CHARGES tabs.

◊ On the DISPO/SUMMARY tab, you will **only** fill in the *__Court Disposition Date__* with the **date fingerprinted**. It is not marked as a required field. If more required fields pop up after you enter the date, please call Tina Ortega at (785) 296-4483 before you continue.

KANSAS OFFENDER REGISTRATION LIVESCAN PROCESS, CONTINUED
JAMIE FUNK, PROGRAM CONSULTANT I KBI

◊   On the left, there is a tab for PORTRAIT. This will only be required if your agency has a camera attached to your livescan machine.
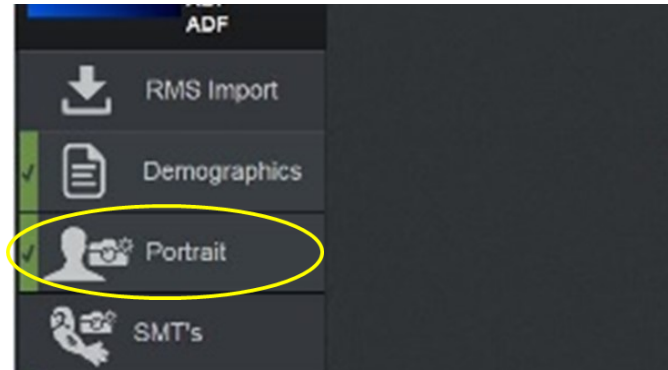
◊   Proceed to the FINGERPRINTS and PALMS tabs, and proceed with taking the fingerprints and palm prints.
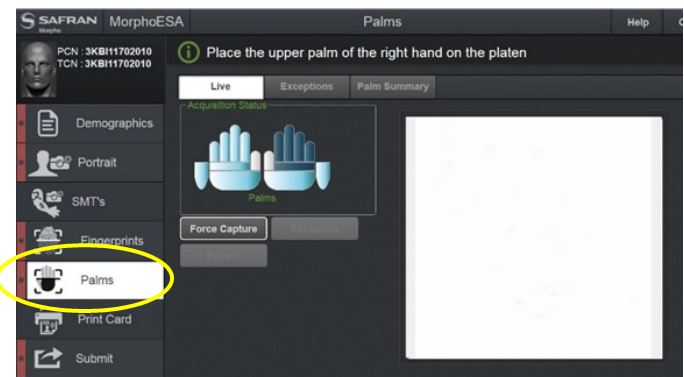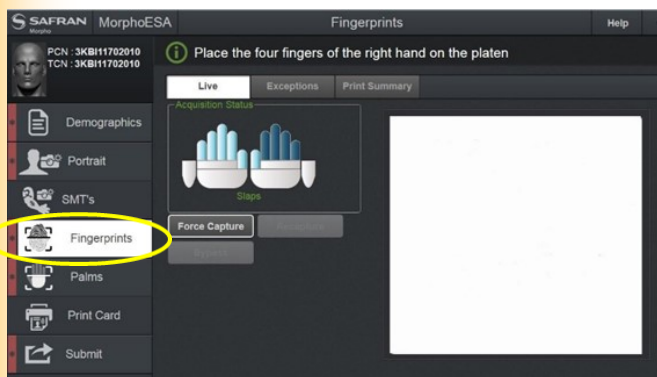
◊   After you have captured the fingerprints and palmprints, proceed to the SUBMIT tab. Make sure both options are checked and select the SUBMIT button. This will send a copy to the KBI and save a copy in your desired folder on your machine. If a box pops up with "MANDATORY STEPS NOT VALIDATED" when you attempt to submit, you have missed a required field somewhere in your steps and you will need to complete those first, then go back to the SUBMIT tab and select SUBMIT.
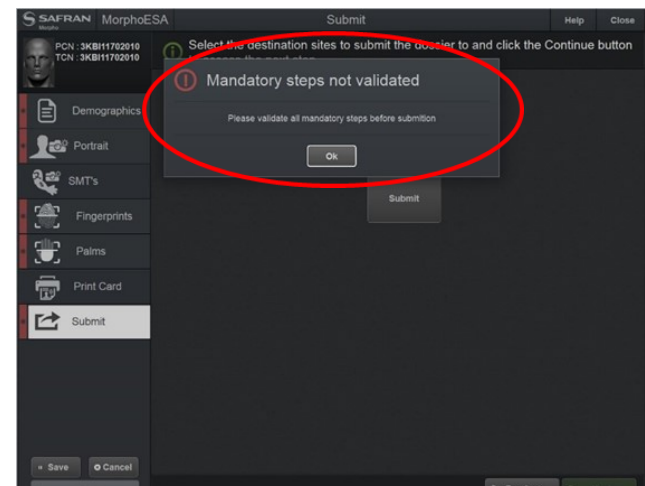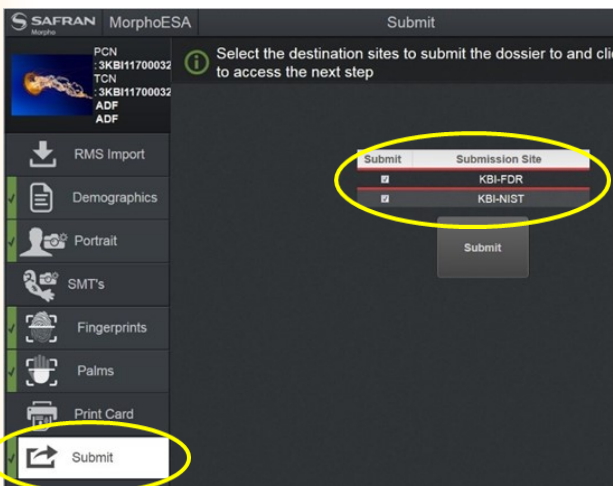
PATCH MANAGEMENT SHOULD INCLUDE TESTING
DON CATHEY, KCJIS INFORMATION SECURITY OFFICER KHP

Once again, a major flaw has been announced by almost every media outlet you may listen to, read, or watch. The news is blaring about a vulnerability in most every type of computer processing chip used in most every type of device we use daily. This flaw apparently has been around for quite some time, but just recently has been made known.

What should you do? "Patch everything as soon as you can!" is what the media hyperbole is saying. But is that really the best option all the time?

But wait! In some cases, the rush to repair previous mistakes can lead to more mistakes. That is part of the human condition. Is this one of those times? How can you know?

It has been reported that in this particular instance, some of the patches released by some of the vendors in an effort to fix these vulnerabilities have created significant problems with applications and systems – some of them even involving critical security applications such as antivirus or end point security applications.

Refer to KCJIS Policies and Procedures 5.10.4.1 Patch Management for guidance. It is straight out of the FBI CJIS Security Policy. To summarize:

Identify applications and possible vulnerabilities. Between I.T. and software vendors, develop a LOCAL policy to deal with them. Your policies should include:

1. _Testing_ of appropriate _patches before installation_
2. _Rollback capabilities_ when installing patches, updates, etc.
3. Automatic updates without individual user intervention
4. Centralized patch management

Follow up with assessments and monitoring to be sure the patch worked as desired.

An analogy to the point would be ice skating this time of year. One should always exercise caution and test the ice before getting too far out.

Consult with your I.T. and mission critical software support personnel to help you create a patch management policy with a testing-to-rollout plan.

Start small with one or two devices and run every kind of activity you can think of on those devices. Next, deploy to a larger group doing the same thing before sending to everyone. This will give you opportunity to catch issues that may break your critical programs before you create a bigger outage than the vulnerability that you're trying to prevent.

By developing a system-wide plan you can mitigate disruptions when you install upgrades to your all your devices with a better assurance they will work without interruptions.

NEW KACIS
LAURA BOHNENKEMPER, IT PROJECT MANAGER KBI

The new Kansas Customer Information System (KACIS) was unveiled during the Kansas Criminal Justice Information System (KCJIS) conference last year and during some of the KCJIS User Groups. I hope those previews have speared some enthusiasm as the time for it to Go-Live gets a little closer. It has taken longer than planned to get the new application ready; it is anticipated to go live during 2nd quarter of this year. We will be doing in-person training but likely won't be able to reach everyone before the go-live date. Online training will be available for those who can't make it to a class or would like a refresher. More details about training and Go-Live will be announced on the KCJIS Web Portal and notifications will go out to the agencies in the next month or so.

Please direct any questions about the new KACIS to Laura Bohnenkemper (KBI IT PMO Coordinator) at laura.bohnenkemper@kbi.state.ks.us.

2018 KCJIS CONFERENCE
AMY JOHNSON, CJIS UNIT KHP

SAVE THE DATE

Join us for the

18TH ANNUAL KCJIS CONFERENCE

June 3 – 5, 2018

Holiday Inn Wichita East

549 South Rock Road

CONFERENCE SCHEDULE & REGISTRATION
WILL SOON BE AVAILABLE

Reserve your room today by contacting Holiday Inn at 316.686.7131 and mention you are with the KCJIS Conference. Room rates are set at $91.

CHANGES IN THE KANSAS HIGWAY PATROL CJIS UNIT
CARLA BOESKER, NCIC TRAINER/AUDITOR SUPERVISOR KHP

We are pleased to introduce the new CSO, Captain Jim Oehm. He joined the Kansas Highway Patrol in 2004 as a Trooper and was promoted to Master Trooper in 2011. In 2012, he was promoted to Lieutenant and began overseeing road troopers in the Troop A, Kansas City Metro area. He laterally transferred in January 2017 to Troop M to serve as Lieutenant for the CJIS Unit. In December 2017, he was promoted to Captain of Troop M, and began overseeing operations of CJIS and the Patrol's Central Communications.

We are also pleased to introduce Lieutenant Kenny Woods. He joined the Patrol in 1999 and was stationed in Troop A, Kansas City Metro Area. In 2005, he transferred to the K-9 Unit and handled a Narcotic/Patrol canine until 2008, when he was promoted to Field Lieutenant for Miami, Johnson, Wyandotte, and Leavenworth Counties. In January of 2018, Lt. Woods laterally transferred to Troop M to serve as Lieutenant for the CJIS Unit.

KCJIS USER GROUPS
MELISSA WEISGERBER, PROGRAM CONSULTANT I KBI

Hello KCJIS User Groups!

Here are some of the highlights from the meetings held this past quarter.

11/9 NE Region

- Marshall County Fire – lessons learned
- Federal Bureau of Investigation (FBI) audits – Kansas Highway Patrol (KHP) provided information
- Lt. Jim Ohem will be the new CSO for the State.
- Criminal Justice Information System (CJIS) unit has been revamping the Full Access National Crime Information Center (NCIC) class
- KS DL Photos CANNOT be sent in an unsecure email.

12/13 – SW Region met for the first time and had a great turn out!

- Heidi Lynch attended and discussed eCitation and is looking for test agencies.
- Brenda from the KHP provided updates
    - ° The FBI will be in KS towards the end of March for triennial audits.
    - ° There will be slight adjustment to auditor quality map on January 1st.
    - ° New entry worksheet is posted on the launch pad
    - ° A new search destination of "NL" has been added to the DQ form. This code can be used to conduct a 50 state search, but will limit responses to positive or possible results only.
- Melissa from the KBI provided updates
    - ° Missing Persons walk through of website—public website go live January 16th, 2018
    - ° KS Warrants Project - Hot files push from KS database to NCIC database; some have elected to do a month to month push. June 2018 will be cutoff and final push to NCIC.
    - ° RSA Tokens - Passcode resets are coming up. If you are having issues, you need to reset your passcode from 4 digit to 6-8 digit passcode.
    - ° SSAP Sun Setting July 1st, 2018. Get your CAD certification scheduled soon!

01/04 – NE Region – Round table discussions

- The FBI will come out end of March for data quality—they will do National Sex Offender Registry (NSOR) differently—will be working with the KBI and will be randomly picking agencies
- Kansas Department of Revenue (KDOR) – discussed making entries to get feedback and running into issues
- Offender Registration discussions on how long to keep certain paperwork in their files
- Juvenile booking files /juvenile records in regards to keeping them separate – discussions on different agencies file/color code their records
- Heidi Lynch attended and discussed eCitation and still looking for test agencies.

Upcoming Meetings

2/13—SE Region, meeting in Garnett

3/1—NE Region, meeting at KBI FSC – Hesston Active Shooter Training

3/6—SW Region, meeting at Garden City PD

SC Region—sometime in spring 2018

Thank you for all those that attend, host, are willing to host, speak, present, train, etc. That's what makes these meetings so successful and beneficial to all. We try to make sure the same information is hitting all the regions so that we are enhancing the communication across the state. If you are willing to host, please contact Melissa Weisgerber at Melissa.Weisgerber@kbi.state.ks.us, and we can arrange for a meeting at your location.

IMPACT OF THE NEW KDOR KANLICENSE RELEASE
LAURA BOHNENKEMPER, IT PROJECT MANAGER KBI

The release of the new Kansas Department of Revenue (KDOR) KanLicense software solution for managing Driver Licenses will impact the Message Switch and the Master Search in the Kansas Criminal Justice Information System (KCJIS) portal. With the new Kan-License software new interfaces have been designed to handle the change of information that will be supplied to the KCJIS community. The original Go-Live date for KanLicense was January 2nd, 2018. The Go-Live date has been delayed and a new date has not yet been determined by KDOR.

There will be new functionality and an increase of information that will happen once KanLicense does go live:

- The Message Switch will gain new XML benefits for driver and vehicle records.
- Because of the new XML benefit Driver License photos will be available via KSQ and KDQ message keys on KSIP and OpenFox Messenger stations. SSAP stations cannot render XML so those stations will not gain this benefit. As a reminder KSQ will replace ZQ73 and KDQ replaces ZQ70, ZQ71, ZQ72 and ZQ90.
- There will be a new search page added to the KCJIS portal just for Driver License searches much like the one currently available for Vehicle searches. Both the Master Search and the Driver License Search will now include the DL photo, medical information, and a more robust driver history.

NEW KCJIS EXECUTIVE DIRECTOR
LESLIE MOORE, KCJIS COMMITTEE CHAIRPERSON KBI

I am very pleased to announce on behalf of the Kansas Criminal Justice Information System (KCJIS) Committee, the new KCJIS Executive Director David Marshall. David was selected out of a very competitive group of applicants. He has worked at the state before starting with KCJIS. Most recently David worked at the Kansas Department of Health and Environment as a Program Analyst in the Disaster Preparedness Section. Prior to that he worked at the Kansas Department of Transportation (KDOT). While at KDOT David was responsible for starting the Traffic Records Coordinating Committee (TRCC) for Kansas. Due to the TRCC, David already had a great history with members of the KCJIS community and law enforcement in the state.

Since David started in November, he has met with the Committee members to learn about each of the areas of expertise, projects, and knowledge of KCJIS. David has already brought forth many great ideas to improve the Committee and the KCJIS community. We appreciate David's enthusiasm for learning and sharing! We also look forward to working with him for many years to come. Congratulations, David, and welcome to KCJIS!

NEWS FROM THE KBI HELP DESK
JAVIER BARAJAS, NETWORK CONTROL TECHNICIAN III KBI
JEFFREY DOWNING, NETWORK CONTROL TECHNICIAN III KBI
LAURA BOHNENKEMPER, IT PROJECT MANAGER KBI

Did You Know?

Did you know, in Open Fox Messenger you can view a message in a second full screen window? Select the message you need to see and click the Open in Window button ![Open in Window] or use the shortcut keystroke Ctrl + Enter. Opening in Window will provide a full screen view of the message in a separate window. Further, clicking the Open in New Window button ![Open in New Window] or shortcut keystroke Alt + Enter. Opening in Open in New Window will always open in a new (second, third, fourth… etc.) window. Using the Open in Window or Ctrl + Enter will replace any previously opened message in the second Open Fox Messenger window. Give it a try!
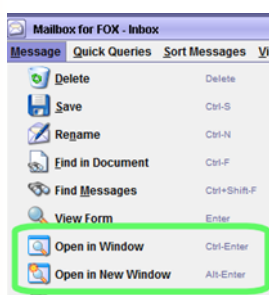
NEWS FROM THE KBI HELP DESK, CONTINUED
JAVIER BARAJAS, NETWORK CONTROL TECHNICIAN III KBI
JEFFREY DOWNING, NETWORK CONTROL TECHNICIAN III KBI
LAURA BOHNENKEMPER, IT PROJECT MANAGER KBI

Token Shipment

If your agency has a need to ship a token back to the Kansas Bureau of Investigation (KBI) Help Desk we ask that care is taken when packaging them for shipment. We have received a hand full of empty envelopes due to the postal processing and handling of the shipped token. In these unfortunate circumstances the agency will lose out on potential token replacement under warranty due to the token being lost. Further and possibly more important is the security of KCJIS data at risk whenever a token is misplaced or lost. We may never know whose hands those lost tokens may end up in. A padded shipping envelope is sufficient. Thank you for taking extra care when packaging tokens for shipment.

Interpol Images

Nlets announced that INTERPOL images are available via the Full Person Query (FPQ) message key. Images associated with a Person Record will return, providing law enforcement with additional resources to positively identify subjects in the field. The KBI Help Desk is working with the vendor to make this available for KCJIS switch users.

SSAP Sun Setting – Last Call!

Last call for those agencies who have yet to schedule CAD certification with the KBI Help Desk. TIME IS RUNNING OUT! It is very important that your agency has started making plans to convert to the new KSIP protocol well before the July 1st deadline. All certification must be <u>completed</u> by the July 1st deadline. The following was sent to all affected agencies in July 2016 as well as a reminder on January 2, 2018.

Attention Agency TACs and LASOs:

*Your agency has been identified as having SSAPS (Server) and/or SSAPD terminal (CAD, MDT, or RMS) connections to the Central Message Switch. This message is to inform you **effective July 1, 2018**, the KBI Help Desk will no longer support the legacy SSAP protocol. Any SSAP servers and terminals will be disconnected from the Central Message Switch on this date. If you wish to continue your connection through the Central Message, you will need to <u>update your servers and terminals to the new KSIP Protocol before July 1, 2018.</u>*

Part of the conversion to KSIP will require certification through the KBI Help Desk. Please review the Interface Developer Packet 1.1 on the KCJIS Web Portal, specifically section IV. Procedure and Action Steps. The process to convert to the new KSIP Protocol can take two weeks to two months depending on the knowledge of your vendor. You are encouraged to schedule testing times with the KBI Help Desk in advance to ensure timely testing and review of your submitted data. If you have any questions, feel free to contact the KBI Help Desk.

A complete list of documents to provide to your vendor is as follows:

> *Interface Developer 1.1*
>
> *Kansas Message Key Book 6.1*
>
> *KBI Vehicle IEPD_1.2*
>
> *KBI_DL_IEPD_1.0.9*
>
> *KCJIS Central Message Switch Developer Guide 1.1*
>
> *NLETS NIEM 4.1 Schema*
>
> *OFML Interface Specification 2.0*
>
> *OpenFox Foxtalk Specification 1.1*

Please coordinate with your vendor and provide them the necessary documents to convert your SSAP server to KSIP. Again, the documents can be found on the KCJIS Web Portal / Information Section / scroll down to the Kansas Technical Information Section. Please contact the KBI Help Desk when you are ready to begin the process. We will need to give your server access to our certification switch for connection and testing purposes. If all message keys are working, then we will move you over to production.

NEWS FROM THE KBI HELP DESK, CONTINUED
JAVIER BARAJAS, NETWORK CONTROL TECHNICIAN III KBI
JEFFREY DOWNING, NETWORK CONTROL TECHNICIAN III KBI
LAURA BOHNENKEMPER, IT PROJECT MANAGER KBI

The following agencies currently have SSAP CAD server on production but have not yet contacted the KBI Help Desk. Please do so as soon as possible.

- Andover PD
- Brown Co SO
- Cowley Co SO
- Douglas Co SO
- Emporia PD
- Directorate of Emerg Svcs. Ft. Leavenworth
- Hays PD
- Kstate University
- Harvey Co Comm Ctr.

- Lincoln Co SO
- Leavenworth PD
- Meade Co SO
- Mitchel Co Comm Ctr.
- Mulvane PD
- Paola PD
- Pottawatomie Co SO
- Riley Co PD

- Rose Hill PD
- Saline Co SO
- Sedgwick Co CC
- Sedgwick Co SO
- KHP—Salina
- Seward Co CC
- Wichita PD

All SSAP servers and stations will be disconnected from the Central Message Switch on July 1st, 2018. If your agency has not yet contacted the KBI Help Desk to schedule a time to certify your new KSIP server then your agency will no longer have access to the KCJIS switch. Provide the information to your vendor and give us a call if you have any questions, ASAP. If your agency has decided to no longer use SSAP/KSIP CAD systems and only use Open Fox Messenger please let us know so KBI staff can plan accordingly. Thank you and we look forward to hearing from you soon!

DQ, RQ, and IQ Consolidated Responses

Nlets is pleased to announce the release of three new nationwide response consolidations for the following messages: Driver's License Queries (DR), Vehicle Registration Queries (RQ) and Criminal History Identity Queries (IQ). These new resources provide single destinations for users to query all states, Puerto Rico and Guam. No-hit responses are filtered out, leaving only relevant responses.

By sending a Driver's License Query (DQ) to the destination code NL, users will receive hit responses from all states, Puerto Rico and Guam in a single response.

By sending a Vehicle Registration Query (RQ) to the destination code NL, users will receive hit responses from all states, Puerto Rico and Guam in a single response.

By sending a Criminal History Identity Query (IQ) to the destination code NL, users will receive hit responses from all states, Puerto Rico and Guam in a single response.

These federated responses will improve the efficiency and visibility of Driver's License, Vehicle Registration, and Criminal History Identity information between states and U.S. territories.

KIBRS REPORTING DEADLINES FOR REMAINING 2017 REPORTS
MITCH BEEMER, INCIDENT BASED REPORTING UNIT MANAGER KBI

The Incident Based Reporting (IBR) unit at the Kansas Bureau of Investigation (KBI) would like to remind all local law enforcement agencies of all upcoming deadlines for 2017 reports. The IBR unit does not guarantee inclusion in state and federal publications if your agency does not submit the required reports by the deadline.

February 22, 2018: Deadline to submit all 2017 Kansas Standard Offense and Arrest Reports to the KBI. This is the final deadline for submission of all 2017 reports. Data submitted by this deadline will be included in the FBI Crime in the United States publication and other annual statistic reports.

The Law Enforcement Officers Killed and Assault (LEOKA) reports, Supplemental Homicide Reports, and Zero Reports are due by the 15th of the following month. Example: If an agency is sending data for the month of November, they should submit the November reports by December 15th. If the 15th falls on a weekend or holiday, the deadline is extended to the next business day.

NEW KIBRS REPORTING DEADLINES FOR 2018 REPORTS
MITCH BEEMER, INCIDENT BASED REPORTING UNIT MANAGER KBI

The Incident Based Reporting (IBR) unit at the Kansas Bureau of Investigation (KBI) would like to announce to all local law enforcement agencies a change to the reporting deadlines for the 2018 year.

To encourage more timely submission of reports and therefore more timely availability of the reports for the KCJIS website's Master Search and KIBRS Views Search, the IBR unit at the KBI is updating the reporting deadlines for the 2018 calendar year.

The new reporting deadlines for submission of all Kansas Standard Offense and Arrest Reports will be by the 15th of the following month. So for example, any KSORs and/or KSARs completed for incidents and arrest that occurred in January 2018, will need to be submitted to the IBR unit by February 15th, 2018. For many agencies this change will have little, if any, effect on them as they are already submitting reports on a minimum of a weekly basis. For those agencies this change will effect, please bear in mind that this change to the deadline is still very lenient when considering the state statute requires reports be submitted within 72 hours of their completion.

The Law Enforcement Officers Killed and Assault (LEOKA) reports, Supplemental Homicide Reports, and the Zero Reports will remain on the same scheduled deadlines and are still due by the 15th of the following month. Example: If an agency is sending data for the month of November, they should submit the November reports by December 15th. If the 15th falls on a weekend or holiday, the deadline is extended to the next business day.

The IBR unit does not guarantee inclusion in state and federal publications if your agency does not submit the required reports by the deadline.

ISD FIELD SUPPORT TRAINING
JESSICA CROWDER, PROGRAM CONSULTANT I KBI

The Kansas Bureau of Investigation (KBI) Information Services Division (ISD) will be traveling to Oakley, Dodge City, and Great Bend April 17-19 to offer training in Offender Registration, Kansas Incident Based Reporting System (KIBRS), Criminal History Records, and Identification. Below is a schedule of classes being offered. There will be a class offered in the morning (8:00-12:00) and afternoon (1:00-5:00) for each class at each location.

To attend this complimentary training, please register with the KBI receptionist at AnnexFrontDesk@kbi.state.ks.us or (785) 296-7404. When registering please include the following information: specific date and time, class, and how many from your agency will be attending. Also, please provide an email or phone number for follow-up confirmation. Register early as seating is limited!

<u>Great Bend</u>

Class	Date	Times	Room
KORA/KsORT	April 17th	8:00 AM—12:00 PM AND 1:00 PM—5:00 PM	Barton County Community College Science & Math Building, S151 *245 NE 30 RD* *Great Bend, KS 67530*
KIBRS	April 17th	8:00 AM—12:00 PM AND 1:00 PM—5:00 PM	Barton County Community College Science & Math Building, S152 *245 NE 30 RD* *Great Bend, KS 67530*
Criminal History—edispo/Rapsheet Differences	April 19th	8:00 AM—12:00 PM AND 1:00 PM—5:00 PM	Barton County Community College Science & Math Building, S151 *245 NE 30 RD* *Great Bend, KS 67530*
Identification	April 19th	8:00 AM—12:00 PM AND 1:00 PM—5:00 PM	Barton County Community College Science & Math Building, S152 *245 NE 30 RD* *Great Bend, KS 67530*

ISD FIELD SUPPORT TRAINING, CONTINUED
JESSICA CROWDER, PROGRAM CONSULTANT I KBI

Dodge City

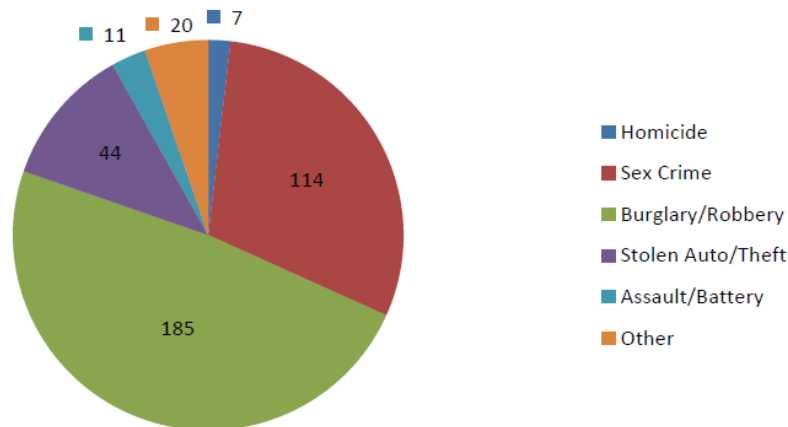| Class	Date	Times	Room
Criminal History edispo/Rapsheet Differences	April 17th	8:00 AM—12:00 PM AND 1:00 PM—5:00 PM	Ford County Fire & EMS Building 10996 113 RD Dodge City, KS 67801
Identification	April 17th	8:00 AM—12:00 PM AND 1:00 PM—5:00 PM	Dodge City Police Department 110 W. Spruce St Dodge City, KS 67801
KORA/KsORT	April 18th	8:00 AM—12:00 PM AND 1:00 PM—5:00 PM	Ford County Fire & EMS Building 10996 113 RD Dodge City, KS 67801
KIBRS	April 18th	8:00 AM—12:00 PM AND 1:00 PM—5:00 PM	Dodge City Police Department 110 W. Spruce St Dodge City, KS 67801

Oakley

Class	Date	Times	Room
Criminal History— edispo/Rapsheet Differences	April 18th	8:00 AM—12:00 PM AND	NWKS Education Service Center 703 W 2nd St. Oakley, KS
Identification	April 18th	8:00 AM—12:00 PM AND 1:00 PM—4:00 PM	NWKS Education Service Center 703 W 2nd St. Oakley, KS
KORA/KsORT	April 19th	8:00 AM—12:00 PM AND 1:00 PM—4:00 PM	NWKS Education Service Center 703 W 2nd St. Oakley, KS
KIBRS	April 19th	8:00 AM—12:00 PM AND	NWKS Education Service Center 703 W 2nd St. Oakley, KS

DNA DATABANK STATS AND FAQ'S
JESSICA WATTS, LABORATORY TECHNICIAN KBI

Total Offender DNA Profiles in the Kansas Database:	184,964
Offender DNA Samples Submitted in 2017:	12,368
Offender DNA Profiles Uploaded to CODIS in 2017:	10,136

381 Investigations Aided in 2017

Homicide: 7
Sex Crime: 114
Burglary/Robbery: 185
Stolen Auto/Theft: 44
Assault/Battery: 11
Other: 20

Q: Should we collect a DNA sample on out-of-state warrants?
A: No, the KBI cannot accept these DNA samples into our database since the crime committed did not occur in the state of Kansas. It is the responsibility of the agency in the other state to collect and retain their sample, if applicable to their state laws.

*This does not apply to registered offenders who are required to register in the state of Kansas.

Q: What information should be provided when collecting a DNA sample on a probation violation?
A: The qualifying K.S.A., court case number, and sentencing date.

Q: Should we collect a DNA sample on Kansas arrest warrants for other jurisdictions?
A: Yes, if the person being detained has a qualifying offense that requires collection. When filling out the paperwork in this situation, please list the county where the originating crime occurred as the 'Arresting County' and list the law enforcement agency executing the arrest warrant as the 'Collection Agency.'

Q: When should DNA collections be submitted?
A: Once the DNA collection is complete, the return kit(s) should be mailed daily. The kits provided are postage paid. Holding kits for long periods can contribute to duplicate collections and a delay in the individual's DNA profile being entered into CODIS.

Q: Can we use any color of ink for the thumbprint collection on the paperwork?
A: No, only black ink should be used for the thumbprint collection on the DNA paperwork. The thumbprints are used for verification purposes. Using ink colors other than black make it difficult for comparison to the individual's known 10-print card. Also, the colored inks tend to fade over time and the prints become less detailed and visible.

*The KBI DNA Databank offers DNA collection training on a quarterly basis at the Basic Jail Academy in Salina. The next training will be Thursday, March 29th, 2018. If your agency would like on-site offender DNA collection training, please contact the KBI DNA Databank at (785) 296-2113.

For any other DNA collection related questions:

Jessica Watts, KBI DNA Databank, Ph: (785) 296-2135

Mary Beth Acree, KBI DNA Databank, Ph: (785) 296-2130

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